

SECRET

29 December 1953

Rec Mgt 5-1-3

MEMORANDUM FOR: Colonel White

SUBJECT : Proposed Construction of a Records Center

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1. Review of the draft of the project outline for submission to the Project Review Committee, prepared by General Services, indicates it conforms with and follows instructions contained in Notice issued 29 July 1953. 25X1

2. The outline gives a complete picture of the project and coupled with the attached information General Services proposes to present, would give the PRC an adequate story to make a decision on. I believe, however, the outline might be improved and strengthened by elaboration, modification, or change in certain statements or facts. These are as follows:

a. The rate of purchase of equipment is predicated on the three year period 1950 to 1952 inclusive. During this period the Agency had its greatest growth and expansion. Present personnel ceilings and budget limitations indicate standardization at present levels rather than continued expansion. As many of the safes and cabinets purchased during the 1950 to 1952 period were to take care of the needs of new employees, it is my opinion that the rate of purchase should be modified to reflect only expansion of records and that little or no consideration be given to the needs of additional personnel.

b. 1. The outline states that in the future (10 to 20 years) the Agency will require up to 70,000 sq. ft. of floor area for records. The proposed building will provide for 21,290 sq. ft. and is being constructed to allow for expansion of an additional story which will furnish an additional 10,970 sq. ft. of floor space. Therefore, an additional building will be necessary to provide for the future requirements. The outline indicates storage capacity is predicated on a ratio of 2 cu. ft. of records to each sq. ft. of storage area. The Real Estate and Construction Division is of the opinion a ratio of nearly 3 cu. ft. of records for each sq. ft. of storage area can be achieved in a building constructed and designed for storage of records.

2. There is room adjacent to the proposed building for the construction of an additional building. The Real Estate and Construction Division wishes to point out that the terrain at the proposed site is not the best for the construction of a building of this size and that contemplated future expansion complicates the problem. Weighing this against other factors, such as ownership of the land, guards, security, disaster location, etc., indicates these could easily offset the construction problem. It is believed, however, that this should be elaborated on in the outline.

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c. The outline is indefinite as to the source of funds for the \$405,000 necessary for the construction of the building. Also the availability of funds has not been discussed with or concurred in by the Comptroller's Office. It is suggested that this be done and definite opinions obtained from the Comptroller in regard to:

1. Whether the monies proposed to be obtained from present allotments to General Services can be used for this construction.

2. Whether or not the additional \$200,000 can be provided out of funds allotted to the DD/A or must come from other sources to be determined as the result of re-scheduling of obligations.

d. In regard to personnel, it is my opinion that the outline ~~should~~ should give more information. This should include:

yes

1. ~~Whether present personnel can do the job or if not, the number of additional personnel which will be required.~~

2. The total number of personnel necessary for the proposed operation.

25X1A6D 3. The inclusion of the concurrences of [] in the outline rather than a reference to said concurrences.

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25X1 e. The outline mentions a tentative commitment to release the [] property by 30 June 1954. It is extremely desirous if each authorization is obtained promptly that the proposed building would be in use by 30 June 1954. It is suggested, therefore, that the outline be modified to include what can be done to retain [] beyond 30 June 1954 and if this is possible what the additional cost would be.

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3. It is recommended that the outline be returned to General Services for revision and to obtain the concurrences and opinion of the Comptroller in regard to source of funds.

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Comptroller
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